



4-H Club

Event Planning Worksheet

Companion piece to “Event Planning Worksheet,” 2003.



Consider the following questions/statements and how you might incorporate your responses into your 4-H club planning and communicating strategies.

1. General description of the activities to be conducted.
 - a. Year long club insurance
 - b. Activity Accident insurance
 - c. EIN (Employee Identification Number) secured for club treasury
2. Detailed schedule of the 4-H program/activity. Tell parents and all advisors.
 - a. Permission forms
 - b. Informed Consent forms
 - c. Release forms
 - d. Restricted Release forms
 - e. Photo Release Form if you plan to take pictures for newspapers, county newsletters, exhibits
 - f. Communication plan in the event the plans or schedule changes – how will parents get the notification
3. Facilities: Inspect them for safety.
 - a. Determine what needs repaired, or replaced, and report such conditions to the proper individual/s (owner/s) of facility
 - b. Post signs of warning or disclaimers
 - i. “Enter at your own risk”
 - ii. “Not responsible for loss of personal property or injury”
 - iii. “Animals Do Bite! Do not put hands and fingers in stalls/cages as animals may bite.”
4. Type of overnight accommodations and supervision.
 - a. Ratio of adults to kids, following American Camping Association guidelines
 - 1 staff per 6 campers age 6-8
 - 1 staff per 8 campers age 9-14
 - 1 staff per 10 campers age 15-18
 - b. Non 4-H volunteers to be “supervised” by approved 4-H volunteers
5. General emergency contact information and specific participant emergency contact information.
 - a. ICE 1,2,3, etc
 - i. **In Case of Emergency 1:** the first person to be contacted should the child be in an emergency
 - ii. Can include this information on club roster, health forms, or create separate ICE roster for all members and adults involved with club

6. First aid, medical care, nursing care available.
 - a. Health Forms: consider keeping a copy at all meetings
 - i. Consider health forms of adults as well as members
 - b. First aid kit
 - c. Consider recruiting Volunteer EMT for field trips
 - d. Cell phone with phone numbers for 911, emergency squad, doctors' office, and/or hospital emergency room
7. Identification of and accommodating participant special needs.
 - a. Ask parent/guardian extent of abilities as well as limitations.
8. Transportation arrangements including drivers and insurance.
 - a. Recent OSU Extension Transport policy (2005)
 - b. Names of drivers, copies of their driver's licenses, copies of proof of insurance
 - c. Volunteer adult drivers who are not 4-H volunteers must be accompanied by a 4-H volunteer
 - d. Drivers should have clean driving records
 - e. Parental permission forms for child to be transported
9. Type and extent of supervision including teens/adults (day & night).
 - a. See ACA recommendations as listed in 4.a (above)
 - b. Appropriate interactions at all times
 - i. No inappropriate touching
 - ii. No unsupervised time alone with child
10. Training and/or education of those responsible for program.
 - a. Secure adequate safety equipment if necessary
 - e.g. road side clean ups should have gloves and florescent vests
 - b. Child Abuse Policy
 - Anonymous reports made to county's Children's Services
 - c. Food Service Policy, 12/2005
 - i. Special training, "Safe Food Handling for the Occasional Quantity Cook" required for on-site leaders of events involving preparing food, for sale or giving away, to raise funds or contribute to recognition events/activities
 - ii. Does not include "carry-in, covered dish, pot luck dinners, or bake sales"
11. Participant expectations and potential consequences.
 - a. What's the expected and appropriate behavior of the members?
 - b. State the consequence if member involved in inappropriate behavior
 - i. Sent home? Parent/guardian expected to pick up?
 - ii. Parents/guardians called?
 - iii. Lose any upcoming privileges?